



MID-ATLANTIC ARCHIVIST

ISSN 0738-9396

Volume 35/No.3

SUMMER 2006



Lazy, Hazy Days of Summer

MARAC
Mid-Atlantic Regional Archives Conference

- ∞ MARAC in Morristown!
- ∞ DACS at Princeton University
- ∞ News from Around the Region

From the Chair

When an Archivist Isn't an Archivist

When members of our profession were putting together the A*CENSUS survey of archivists, I read the draft with interest, and I paused for a long time on the first question. The archivists working on the questionnaire decided, quite rightly, that they needed to define what an archivist was right up front. And they had. They devised a definition that carefully identified the canonical attributes of an archivist, and in doing so they defined me right out of the profession. And not only me. Many of my colleagues—who don't provide direct care for archives, but who provide advice to others on how to do so—were similarly left out of the profession. Or they would have been if interested archivists had not taken the opportunity to send comments to the A*CENSUS folks and suggest a more inclusive definition for “archivist.”

The strange fact about all of this is that archivists sometimes are not even archivists. A quite dedicated archivist I know in North Dakota actually spends almost all of her time working as a reference librarian. Another archivist in Pennsylvania runs the information technology department of her organization, which includes archives and records management as part of its responsibilities. It is actually quite common for an archivist to merge the traditional responsibilities of an archivist with those of a librarian, a records manager, and a museum curator. In fact, the archivist each of us is might be only an occasional persona of ours.

I'm not at all sure any of this is bad for archives or for us as archivists. Most archivists probably believe that our profession's cooperation with librarians has led to real improvements in the description of archives. I know that I treasure my training in cataloging above almost everything else I learned in library school. Similarly, I have spent much of my career trying to convince archivists to open themselves up to the possibility of being records managers because records management is

a closely related field where there just might be a job when an archivist needs one. And a solid records management program provides a good foundation for an archives program and may even provide the entree an archivist needs to promote that program. From my point of view, archivists are least like museum curators, who manage a much different kind of cultural artifact. Yet it also seems to me that what the archivist shares with the museum curator is the knowledge that the artifact itself may be worth saving, that tangible objects have a human value that mere information cannot always match.

This world of ours is actually designed to change every archivist into something else. I understand this well from looking back at my career. For years, I worked in the field as a trainer, an advisor, and a confidant. My job was to teach people about archives and records management, to direct them, to show them the best ways to manage and provide access to their records. I didn't work with records directly. All I did was talk and write. I came finally to exclaim that all of us who did this job—and there were a number of us—did nothing at all, since we did not need to handle records at all to do our jobs. Of course, this was a canard. We did work, but the work was completely different from that of the practicing archivist. We were intermediaries when we sometimes yearned to be active participants. In a later job, I wrote workshops and publications, pushing myself yet another step away from any direct work with records. Even compared to those who did nothing, I did less with records. Finally, my work changed so much that I was merely a manager, someone who tells people who don't manage records how to teach someone who doesn't touch a record how to train someone to manage records.

This scenario sounds ludicrous, but it is all too real. We are all knowledge workers. Our jobs were—and still

are—to provide the knowledge that is necessary to ensure that people can manage their records, especially their archives, well. This, in fact, is how we might describe archivists. Along with all of their colleagues in related professions (librarians, records managers, museum curators, even information technology professionals), archivists manage and share knowledge. The work of the archivist is always more than simply caring for a record. The real work is to ensure the record gets somewhere where it can do some good. Our jobs as archivists—even in the canonical sense—is to be intermediaries. We are the conduits between the information recorded in our archives and the people who need that information.

We are servants to the records but also servants to the people who need those records. Because of this role, we must do everything we can—we must be everyone we can be—to ensure we complete our jobs successfully. We must be public relations experts and historians. At certain times we must be conservators, and we must always be preservationists. We must be gatekeepers who know how to open the gates. And we must be security experts who know how to keep the records safe. We must be managers of records and managers of people.

An archivist, after all, doesn't have a single role or one that is easy to understand from any angle. An archivist is a chimera that must change form to meet the challenges of the day. The luckiest of archivists has many challenges, takes many forms, and appreciates the honor of those opportunities and transformations.

Geof Huth

Table Of Contents

C2	From the Chair
2	Steering Committee Minutes — Winter 2006
4	Welcome New Members!
5	Treasurer's Report
6	State and Local News
12	Fall 2006 Scholarships/Travel Award — Call for Applications
12	C. Herbert Finch Award: Call for Submissions
13	Business Meeting Minutes – Spring 2006
15	DACS at the Princeton University Library
17	Wanted: MARAC Content Web Master: Applications Wanted
18	The Modern Archives Institute: One Archivists' Experience
19	MARAC Fall Conference in Morristown!

Advertisers

3	Eloquent Systems
12	Archival Products
14	Metal Edge, Inc.
16	The Hollinger Corporation
17	ICIBinding Corp.

Cover image:

Two young boys with a wagon, along with other vacationers, probably at Rehoboth Beach, Delaware, in the early 1900s. Photo courtesy of the Delaware Public Archives (Purnell Collection #11412).

Steering Committee Minutes — Spring 2006

For full Officer, Committee, and Caucus reports, please see the MARAC Web site: www.marac.info/minutes.htm.

April 20, 2006, Tremont Grand, Baltimore, MD

PRESENT:

Danna Bell-Russel, Marisa Bourgoïn, Lauren Brown, John Celardo, Laura Drake Davis, Nathaniel DeBruin, Ed Galloway, Randy Goss, Derek Gray, Charles Greifenstein, Christina Hostetter, Geof Huth, Jane Ingold, Kristine Kaske-Martin, Kristine Kaske-Martin, Brian Keough, Joan Echtenkamp Klein, Ray LaFever, Catherine Lamoureux, John LeGloahec, Dan Linke, Christie Lutz, Susan McElrath, Richard McKinstry, Alex Magoun, Lisa Mangiafico, Mary Mannix, Ellen Morfei, and Fernanda Perrone.

CALL TO ORDER

7:12 p.m.

INTRODUCTIONS

APPROVAL OF THE AGENDA

John LeGloahec moved to approve. Motion carried.

APPROVAL OF THE MINUTES – WINTER 2006 STEERING COMMITTEE MEETING

John LeGloahec moved to approve, with the correction of “Fall” to “Winter.” Motion carried.

OFFICERS’ REPORTS:

Chair

Written report submitted. Two additional appointments made to the Development Committee: Charles Greifenstein and Lisa Mangiafico. The Jack Anderson Papers situation was discussed and MARAC may sign on to a Friend of the Court amicus brief. Writing a letter of support to the Anderson family on behalf of MARAC was also discussed. The situation of “making secret again,” re-classifying records that have been declassified, was discussed. SAA has written a letter on this issue to

Dr. Weinstein; should MARAC? Weinstein is on record as supporting an investigation. Geof will talk to Dr. Weinstein to gauge the proper MARAC response.

Administrator’s Report

Written report submitted. There were eight walk-ins today. Members were notified by e-mail that the directory had been sent out.

Vice Chair (including Meetings Coordinating Committee)

Written report submitted. The numbers for conference attendance are going up, which is good. The Steering Committee dinner at conferences was discussed. In the interest of time and convenience the possibility of Steering Committee members paying for dinner at the Steering Committee meeting if it is not included was raised and can be investigated.

Secretary

Written report submitted.

Treasurer and Finance Committee

Written reports submitted. There is a recommendation from the Finance Committee that the Administrator be added as signatory for MARAC as well as the Secretary. The recommendation was approved. The Finance Committee recommended that the Morristown budget be accepted. The recommendation was approved.

Archivist (including Report from the Ad Hoc Committee on Governance)

Written report submitted. Recommendations by committee were discussed. Volunteers for an informal advisory board will be sought to work with Lauren to implement changes recommended by the committee. Susan McElrath moved that the Ad Hoc Committee on Governance be disbanded. Motion passed.

CONTINUING BUSINESS:

Ad Hoc Committee on Expanding Educational Opportunities
Written report submitted. Additional documents were given to the Vice-Chair and the Archivist to be shared

with the sub-committee of the Education Committee, as proposed by the Ad Hoc Committee, when formed. The creation of a sub-committee and the role of the Education Committee were discussed; it was felt that perhaps a committee distinct from the Education Committee might be better. A pilot away-from-conference model for a workshop was suggested to see if it was successful. The development of content for workshops and the desire to have consistent content presented in all venues was discussed. The question was raised who should decide the content. The request of the Ad Hoc Committee to disband was denied.

MARAC System of Appointments Discussed.

Review of Progress on Strategic Plan Discussed.

STANDING COMMITTEE NEW BUSINESS AND UPDATES:

Custer

Written report submitted.

Development

Written report submitted. Leslie Simon is the Incoming Chair and Lisa Mangiafico is the Outgoing Chair.

Distinguished Service Award

Written report submitted. Award will be presented at the Business Meeting. Elected members will join the committee.

Education

Written report submitted.

Finding Aids

Written report submitted.

Membership Development

Written report submitted.

National Coalition for History (NCH)

Written report submitted.

SEE STEERING COMMITTEE SEE PAGE 3

STEERING COMMITTEE FROM PAGE 2

Nominations & Elections

Written report submitted.

Outreach

Written report submitted. The recommendation by the committee for Service Award recipients was approved. There was a reminder of whom to contact with information to be put up on the Web and a request that committee chairs look at their information and update as necessary. The new MARAC logo, which incorporates a geographic element in the design, which was recommended by the Committee, was approved. Following discussion the recommendation by the Committee that Steering Committee members first test payment via PayPal on the Web site before opening the option to the full membership was approved.

Publications

Written report submitted.

STATE CAUCUS REPORTS:**Delaware**

Written report submitted.

District of Columbia

Written report submitted.

Maryland

Written report submitted.

New Jersey

Written report submitted. Discussion of voting by e-mail, since some members of the Caucus did not receive the mailed ballots. Alex Magoun moved to ratify the extension of the balloting for the past election. The motion was approved.

New York

Written report submitted.

Pennsylvania

Written report submitted.

Virginia

Written report submitted.

West Virginia

Written report submitted.

OTHER NEW BUSINESS

Steering Committee members will visit the Caucus meetings on Friday morning to introduce themselves and welcome new members.

ADJOURNMENT

John LeGloahec moved that we adjourn. Motion carried. Adjourned at 9:53 p.m.

eloquent® Software for managing, structuring & sharing information; www.eloquent-systems.com 1-800-663-8172

Designed for library, museum, archives & records management.

ELECTRONIC RECORDS LIBRARY WEB BASED ASP HOSTED OPEN
CONTROLLED VOCABULARY ARCHIVES PRECISION SEARCHES
KNOWLEDGE MANAGEMENT RECORDS DIGITAL CONTENT
INTEGRATED MODULAR MUSEUM CENTRALIZED SOLUTION

public users private users

eloquent® WebGENCAT™

Welcome New Members!

Heather Bourk
Georgetown University Law Center

Caris Brown
History Associates Incorporated

Wilmer Cady
Enoch Pratt Free Library

Anita Carrico
Enoch Pratt Free Library

Daniel Conley

Elizabeth Conn
Historical Society of Frederick County

Abigail W. Cooley
Enoch Pratt Free Library

Jill Craig
Western Maryland Public Libraries

Donna M. Deady
William Paterson University

Lisa DeBoer
Brooklyn Public Library

Elizabeth Di Cataldo
The Bryn Mawr School

Christian Dupont
University of Virginia

Alison Foley
St. Mary's Seminary & University

Curtis W. Harker
County of Salem, NJ

Jennifer Hembree
Alexandria Archeology

Evelyn Khoo
Swarthmore College

Beth Kilmarx
Binghamton University

Charles C. Kolb
National Endowment for the Humanities

Doris Malkmus
Penn State University

Jaime Margalotti
University of Delaware

Michael P. Martin
New York State Archives

Barbara Mathe
American Museum of Natural History

Heather Moore
U.S. Senate Historical Office

Nadia Nasr
Enoch Pratt Free Library

Andrew Newman
Hershey Community Archives

Mike Oliveira

Jordan Patty
Catholic University of America

Barbara Paulson
National Endowment for the Humanities

Wendy Pflug
The History Factory

Jim Raleigh
Phillip Freneau Press

Mario H. Ramirez
Centro de Estudios Puertorriquenos

Ryan L. Roth
University of Delaware

Angela Salisbury
National Gallery of Art

Carolyn Sheffield

Bill Sleeman
Thurgood Marshall Law Library

Rob Taglianetti
History Associates Incorporated

Jesse C. Traquair
Rutgers University

Joe Wallace
U.S. House of Representatives

Lauren Weinhold
Howard Hughes Medical Institute

Joel Westphal
U.S. Navy Operational Archives

Treasurer's Report, Fiscal Year 2006, 2nd Quarter

January 1, 2006 to March 31, 2006

CATEGORY	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
REVENUE AND SUPPORT						
Membership Dues	\$35,000.00	\$23,152.00	\$1,946.00	\$0.00	\$0.00	\$25,098.00
Publication Sales	\$150.00	\$151.50	\$30.00	\$0.00	\$0.00	\$181.50
Pub. Advertising	\$650.00	\$360.00	\$0.00	\$0.00	\$0.00	\$360.00
Bank Interest	\$500.00	\$254.52	\$283.39	\$0.00	\$0.00	\$537.91
Investments	\$0.00	\$230.41	\$260.15	\$0.00	\$0.00	\$490.56
Conferences	\$12,000.00	\$30,279.00	\$35,521.00	\$0.00	\$0.00	\$65,830.00
Mailing List Sales	\$200.00	\$80.00	\$40.00	\$0.00	\$0.00	\$120.00
Contributions	\$10,000.00	\$3,205.48	\$0.00	\$0.00	\$0.00	\$3,205.48
Miscellaneous	\$0.00	\$70.00	\$686.06	\$0.00	\$0.00	\$756.06
Total Revenue — Support	\$58,500.00	\$57,782.91	\$38,766.60	\$0.00	\$0.00	\$96,579.51
EXPENSES						
General	\$1,800.00	\$0.00	\$900.00	\$0.00	\$0.00	\$900.00
Administrator	\$28,000.00	\$9,910.31	\$8,516.43	\$0.00	\$0.00	\$18,426.74
Treasurer	\$900.00	\$768.11	\$776.27	\$0.00	\$0.00	\$1,544.38
State Caucuses	\$1,475.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Committees	\$2,350.00	\$0.00	\$1,347.99	\$0.00	\$0.00	\$1,347.99
Publications	\$18,775.00	\$2,876.87	\$3,033.85	\$0.00	\$0.00	\$5,910.72
Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MARAC Archivist	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Awards	\$900.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
Conference Expenses	\$0.00	\$23,231.32	\$3,166.94	\$0.00	\$0.00	\$26,428.26
MARAC Scholarship	\$3,800.00	\$1,361.69	\$155.77	\$0.00	\$0.00	\$1,517.46
Miscellaneous	\$0.00	\$6,144.44	\$175.00	\$0.00	\$0.00	\$6,319.44
Total Expenses	\$58,500.00	\$44,692.74	\$18,072.25	\$0.00	\$0.00	\$62,794.99
Net Income or (Loss)		\$13,090.17	\$20,694.35	\$0.00	\$0.00	\$33,784.52
SUMMARY - FIRST QUARTER FY 2006						
Opening Balance	\$123,926.50	Operating	Opening	Credits	Debits	Closing
Income	\$38,766.60	Endowment	\$11,058.31	\$38,223.06	(\$18,072.25)	\$31,209.12
Expenses	(\$18,072.25)	Reserve	\$40,000.00			\$40,000.00
		Surplus	\$58,500.00			\$58,500.00
			\$14,368.19	\$543.54		\$14,911.73
Closing Balance	\$144,620.85	Totals	\$123,926.50	\$38,766.60	(\$18,072.25)	\$144,620.85
Account Balances						
Checking	\$33,849.63					
Money Market	\$79,149.56					
Investment Account	\$31,621.66	(as of 3/31/2006)				
Total	\$144,620.85					

State and Local News

Delaware

Delaware Public Archives

To celebrate the 375th Anniversary of the first colonial settlement in Delaware, the Delaware Public Archives opened a new exhibit, "17th Century Delaware" on May 11. Coinciding with the visit of a replica of John Smith's "Discovery Barge," this new exhibit features seventeenth century artifacts and colorful panels describing the documents, settlers, and important events that made this first century of settlement such an interesting period in Delaware history.

The DPA sponsored a disaster planning and preparedness program presented by Kathy Ludwig, NARA conservator, May 10. She showed slides and discussed her experiences as part of the Katrina Disaster Emergency Team in New Orleans. Fifty-four participants from state and local governments, museums, and historical societies attended.

The DPA is in the process of upgrading the Research Room book card catalog to an electronic catalog in partnership with the Delaware Division of Libraries and other libraries. This catalog will unite the collections of 28 libraries and allow patrons to quickly browse these collections anywhere that has an internet connection. The consortium has chosen to use SirsiDynix's iBistro online catalog and Unicorn Workflows staff client.

Historical Society of Delaware

The Historical Society recently added a number of helpful features to its website. These include lists for the manuscript collection, family history folder file, Sanborn fire insurance map collection, state and local atlases, family history book collection, almanacs, and maps prior to 1800.

On view at the HSD's Willingtown Square Gallery is "The Delaware Farmer," highlighting the various "seasons" of Delaware agriculture from gentleman farmers in the 1700s–1800s to the peach boom of the mid-19th century and the quirky start and explosive growth

of the broiler industry. The exhibit highlights items from the society's various collections, photographs, and early pamphlets from agricultural societies and the Agricultural Experiment Station at the University of Delaware.

University of Delaware Special Collections

Special Collections has opened an exhibit called "Ezra Pound in his Time and Beyond: The Influence of Ezra Pound on Twentieth-Century Poetry." The online version is at: <http://www.lib.udel.edu/ud/spec/exhibits/pound/index.htm>.

Winterthur Museum

Winterthur opened a library exhibition highlighting acquisitions in the Joseph Downs Collection of Manuscripts and Printed Ephemera. It is scheduled for May 16 into August.

Caucus Representative

Randy Goss can be reached at (302) 744-5002 or randy.goss@state.de.us

D.C.

Library of Congress

The Library of Congress's Prints & Photographs Division is pleased to announce that all the negatives in the George Grantham Bain news photograph collection (nearly 40,000 glass negatives in all) have now been digitized and are available for searching in the Prints and Photographs Online Catalog. The collection, which represents the archive of one of America's earliest news picture agencies, features an array of personalities, news events, sports coverage, and sites, particularly in New York City, for the period 1900–1931. More information about the collection is available at: <http://memory.loc.gov/pp/ggbainhtml/ggbainabt.html>.

The Prints & Photographs Online Catalog (PPOC) (<http://www.loc.gov/rr/print/catalog.html>) provides access through group or item records to about 65% of the Division's holdings, a portion of which are

accompanied by digital images. The records represent the variety of materials held in the nearly 14 million items in the Division's collections. In addition to photographs, these include fine and popular prints and drawings, posters, and architectural and engineering drawings. The collections are international in scope and are particularly rich in materials produced in, or documenting the history of, the United States and the lives, interests and achievements of the American people.

Other collections that have recently become available in PPOC include: World War I Posters (<http://www.loc.gov/rr/print/catalog.html>); photographs from the Carol M. Highsmith Archive (<http://lcweb2.loc.gov/pp/highsmhtml/highsmabt.html=20>); Vaudeville and Motion Picture Theater Drawings by Anthony Dumas (<http://www.loc.gov/rr/print/catalog.html>); LOT (Group) Catalog Cards Converted (<http://www.loc.gov/rr/print/catalog.html>);

For information on new collections and recent and upcoming activities in the Prints and Photographs Division, see the division's "What's New" page: <http://www.loc.gov/rr/print/whatsnew.html>. For questions about the Prints and Photographs Online Catalog or the holdings and services of the Prints and Photographs Division, consult our Ask a Librarian service: <http://www.loc.gov/rr/askalib/ask-print.html>.

Smithsonian Institution

The Smithsonian Institution's Human Studies Film Archives (HSFA) has recently received the final accretion of ethnographic filmmaker John Marshall's life's work documenting the Ju/'hoansi, a band of San hunter-gatherers in the Kalahari Desert of Southern Africa. The total collection, produced between 1951–2000, includes 690,000 feet of original, unedited film (319 hours), 23 edited films, 94 hours of audio recordings, 713 hours of original video, as well as 12 linear feet of transcriptions, production logs and field journals.

SEE STATE AND LOCAL NEWS ON PAGE 7

STATE AND LOCAL NEWS FROM PAGE 6

The collection was deposited in the HSFA both Marshall and by Documentary Educational Resources, the ethnographic and documentary film distribution company founded by Marshall, in installments over a period of 20 years and is by the far the largest and most comprehensive audiovisual collection in the Human Studies Film Archives.

The Marshall film record is unique for its comprehensive visual and audio documentation of a single society over a period of nearly 50 years. In late 2001, Marshall returned to footage he had already archived in the HSFA to produce "A Kalahari Family," an award winning, multi-part series that tells the "extraordinary story of the Ju/'hoansi, beginning with their experiences as independent, self-sufficient hunter-gatherers, continuing through the wrenching changes of dispossession and militarization, and culminating with their attempts to establish viable farming settlements" (quote from promotional brochure). This series and John Marshall's other edited films on the Ju/'hoansi are described at <http://www.der.org>.

Caucus Representative

Marisa Bourgoin can be reached at (202) 639-1721 or MBourgoin@corcoran.org

Maryland

University of Maryland

On April 29, 2006, the University of Maryland celebrated its eighth Maryland Day, an annual open house on the College Park campus. This year, over 75,000 people turned out on the sunny Saturday to enjoy hundreds of activities, including 22 sponsored by the University of Maryland Libraries (<http://www.lib.umd.edu/marylandday2006.html>).

Some of the hits in special collections included children's activities such as "C is for Crayon" (kids coloring in their favorite Sesame Street characters at the National Public Broadcasting Archives); "Take a Terrapin Home" (kids coloring in paper and wooden turtles to take home and use as magnets—sponsored by the

University Archives); and "Make Your Own Book" (sponsored by the Preservation Department). Some of the activities geared towards all ages included "Corps of Cadets to Testudo's Troops," an exhibit exploring 150 years of University of Maryland history through the eyes of students (<http://www.lib.umd.edu/mdrm/gallery.html>); "Perform Your Own Radio Show"; "Student Readings, from the Jimenez-Porter Writer's House" (students performing staged readings of their own work and readings from the work of Katherine Anne Porter); and "Stump the Curator," where visitors brought copies of their valuable books for advice.

Real estate is hot! A new feature sponsored by the National Trust for Historic Preservation Library, entitled "House Detectives: Uncovering the History of Your Old House," proved to be a huge success!

Jerry A. McCoy Receives Special Achievement Award

Jerry A. McCoy, president and founder of the Silver Spring Historical Society and resident of downtown Silver Spring, will receive Montgomery Preservation Inc.'s "2006 Special Achievement Award for History" for his book "Historic Silver Spring" (Arcadia Publishing 2005), now in its second printing. MPI's 20th Annual Montgomery County Historic Preservation Awards Ceremony, "Keeping Montgomery County's Heritage Alive," will be held June 6, 2006, 6:00 p.m., at the Robert E. Parilla Performing Arts Center, Montgomery College, Rockville, MD, (301) 942-8079.

Montgomery Preservation Inc. is Montgomery County's only county-wide, private, nonprofit historic preservation organization, whose mission is "to preserve, protect, and promote Montgomery County's rich architectural heritage and historic landscapes." For tickets and information, call (301) 942-8079, <http://www.montgomerypreservation.org>. Tickets can also be purchased at the door.

Author, preservationist, historian, and photographer Jerry A. McCoy is a District of Columbia public librarian at the Martin Luther King Jr. Memorial Library's Washingtoniana Division as well as the Georgetown Branch Library's Peabody Room. A resident of downtown S.S. since 1992, McCoy founded the SSHS

in 1998 and co-produced with Final Cut Productions the 2002 local Emmy-nominated documentary "Silver Spring: Story of an American Suburb," frequently televised on the Public Broadcasting System. His monthly history column, "Silver Spring: Then & Again," appears in the *Silver Spring Voice*.

Baltimore Museum of Art

The E. Kirkbride Miller Art Research Library at the Baltimore Museum of Art is pleased to announce that a finding aid for the George A. Lucas Papers is now available. The Lucas Papers contain the correspondence, art collection-related papers, and subject files of George A. Lucas, as well as several of his friends and colleagues. They document Lucas' work as an art agent in late 19th and early 20th century Paris and his collections of artwork, spanning the years 1862 to 1909. They also contain research materials relating to the Lucas Papers that were not part of Lucas' original collection.

Lucas' subject files are one of the most significant parts of the collection and include correspondence, clippings, exhibition catalogs, and photographs from many important artists of the 19th and early 20th centuries (James McNeill Whistler and Antoine-Louis Barye among others).

Please contact Emily Rafferty at erafferty@artbma.org with any questions or for a copy of the finding aid.

Caucus Representative

Mary Mannix can be reached at (301) 631-3764 or mm0028@mail.pratt.lib.md.us

New Jersey

Archives and History Day

The Monmouth County Archives is planning the 11th annual Archives and History Day celebration at the Monmouth County Library, 125 Symmes Drive, Manalapan, on Saturday, October 14, 2006.

Archives and History Day is a free public event that encourages awareness of our documentary heritage and New Jersey's history; serves as an opportunity for institutions to pub-

SEE STATE AND LOCAL NEWS ON PAGE 8

STATE AND LOCAL NEWS FROM PAGE 7

licize their collections and programs; promotes the value of the archives and archivists to society; supports professional archival practices and standards; affords an opportunity for networking among representatives of history-related organizations in the state.

More than 70 exhibiting organizations with 300–400 attendees are expected. Historian Charles McSorley will give two lectures on Mathew Brady, Civil War-era photographer. A special month-long exhibition on the Civil War, focusing on Monmouth County, will be also on view. Other events include a seminar on the CAPES archival consulting service conducted by CAPES Coordinator Elsalyn Palmisano, videos, and a tour of the Monmouth County Archives. Awards presentations, including the annual MARAC/NJ Caucus Institutional Service Award will be presented. During Archives Week, on October 11, workshops on book repair and reference services in county archives will be offered. For additional information, contact Gary Saretzky, gsaretzk@co.monmouth.nj.us or 732-308-3772.

Caucus Representative
Alex Magoun can be reached at (609) 734-2636 or amagoun@davidsarnoff.org

New York

New York Archivist Receives Prestigious Award

On March 15 Leonora Gidlund, Director of the NYC Municipal Archives, received the prestigious Sloan Public Service Award. Leonora was one of six New York City employees, selected from among more than 250,000 eligible workers, honored at the awards ceremony at the Great Hall at The Cooper Union. Mayor Michael Bloomberg congratulated all of the winners in his introductory remarks, and the awards were presented by Caroline Kennedy Schlossberg. In addition to a strong showing of fellow archivists from the New York City metropolitan area, Christopher Grey, who writes a weekly column on historic



JOHN CELARDO AND PETER WOSH CONGRATULATE LENORA GIDLUND AFTER SHE RECEIVED THE SLOAN PUBLIC SERVICES AWARD. PHOTO BY MICHAEL LORENZINI, NYC DEPARTMENT OF RECORDS.

building in the Sunday *New York Times*, attended to honor Leonora. A great article about the awards that focused on Leonora included a photo of her at the top of a reference ladder plucking archival records from a box, appeared in the March 15 Metro section of the *New York Times*. Heartfelt congratulations to our friend and colleague for a well deserved honor.

“BURIED TREASURES: A New Archive of Images from Albany in the 1930’s and 1940’s”

During the Depression, Albany’s City Engineer and Public Works crews were busy, improving the streets, sidewalks, buildings and other public places of the city, aided by the Works Progress Administration and other federal employment programs. Their work was documented in the Common Council Reports for that time and in photographs, many of them showing “before” and “after” conditions. While the original photographic prints are long gone, the negatives were preserved, and for almost 20 years have resided at the Albany County Hall of Records.

“This collection of negatives was like a time capsule,” said County Clerk Thomas G. Clingan, “but researchers could not easily make use of them, and as fragile originals they could not be handled.” Now, through grants arranged by State Senator Neil Breslin and Assembly member John

J. McEneny, over 2,000 of these formerly inaccessible portraits of Albany’s past have been digitally converted into high-quality images that will soon be available for viewing by the general public. A slide show of some of these photos premiered on the County’s web site.

The photos are selective, reflecting the work of the City Engineer “to construct, maintain, alter, and repair streets, highways, sidewalks and public places of the city.” While not every area of the city is represented, the businesses, transportation, fashions and buildings of Depression-Era Albany appear in the background in photos of broken sidewalks or newly paved streets. The Albany Riverfront looked very different from today; as do many City neighborhoods. Vintage automobiles appear in many of the street scenes and you might just see someone you know walking to school or shopping on Pearl Street. “For years, I’ve wanted to make these ‘Buried Treasures’ available to the public, and now, thanks to Neil Breslin and Jack McEneny, the public will soon be able to view these historic images at any time of the day or night, right from their own homes,” said Mr. Clingan. “We included the best of this collection in this first phase, and hope to extend it to still more images in the future,” he added.

The Hall of Records web site is:

SEE STATE AND LOCAL NEWS ON PAGE 9

STATE AND LOCAL NEWS FROM PAGE 8

<http://www.albanycounty.com/ACHOR>.

University of Buffalo student receives MARAC travel scholarship

Kevin Borneman, an MLS student at the University of Buffalo in the School of Informatics/Department of Library and Informations Studies was awarded a MARAC travel assistance award to attend the Spring 2006 MARAC meeting in Baltimore. Kevin is the first MLS student from SUNY at Buffalo to receive the award. He is currently taking an "Introduction to Archives Management" class taught by James M. Tammaro at UB and expects to pursue a practicum this summer to get more experience in the archival field.

New York State Archivist Receives Award

On May 18, New York State Archivist and Assistant Commissioner for Archives, Christine W. Ward, received the College of Computing and Information Distinguished Public Service Award from the Rockefeller College of Public Affairs and Policy. The award was received at the college's Distinguished Public Service Awards Ceremony for Outstanding Contributions to Public Service.

Caucus Representative

John Celardo can be reached at (212) 401-1621 or john.celardo@nara.gov

Pennsylvania

Philadelphia Museum of Art

Later this year the Library and Archives of the Philadelphia Museum of Art will relocate to the Ruth and Raymond G. Perelman Building. In preparation for the move, the Library and Archives will close to the public at 4 p.m. on Friday, June 16. The Library and Archives will reopen to the public in early summer 2007. During this time the Library and Archives will not be able to accommodate visiting researchers or reply to reference questions. Interlibrary

Loan services, however, will continue as usual.

The Perelman Building is currently undergoing a major renovation to create an improved and expanded space for the Library and Archives, along with art galleries, curatorial study-storage areas, an educational resource center, conservation labs, and offices. Updates concerning the Perelman Building project, including the official date of reopening (to be determined), will be posted at: <http://www.phila-museum.org/library/> and <http://www.philamuseum.org/archives/>.

Chester County Archives and Records Services

Chester County Archives and Records Services received two Archives and Records Management grants from the Pennsylvania Historic and Museum Commission. The first grant, which was submitted by the Chester County Board of Commissioners on behalf of the Archives, was for the purchase of a microfilm reader. As the Archives has replaced access to some heavily used original records with microfilm, providing access to the film on good quality readers has become a problem. The purchase of a new reader will enable the staff to retire more original records from public use, while ensuring that researchers will be able to view the film without waiting to use a reader.

Chester County Historical Society, which administers the Chester County Archives in cooperation with the County, was awarded a cooperative grant for an Archives project. This second grant will fund the processing and indexing of the Miscellaneous Quarter Sessions Papers from 1869–1952. The papers are an underutilized source for the study of local, political, municipal and school district history. The records, which are an important source for information on past land use and the documentation of boundary changes, are significant to the work of county planners and township planning and historical commissions. Many of the papers in this series include maps and surveys that show property lines and the location of houses and other

structures. As part of the processing grant, the final index will be placed on the CCA website.

For additional information on the Chester County Archives or to search the indexes currently available online, please visit the CCA website at <http://www.chesco.org/archives>.

Chester County Historical Society Photo Collection

The MARC records for the Chester County Historical Society's photograph collection are now available on WorldCat®. Thanks to a Sustaining Cultural Heritage grant of \$92,873 from the Institute of Museum and Library Services, CCHS is undertaking a 2-year records conversion project to consolidate cataloging records of historical photographs, library collections and museum objects on one system and make them available to the public.

The MARC records from WorldCat® are to be transferred to PastPerfect as an in-house software system across all CCHS collections. For the first time, CCHS staff planning exhibitions will have the convenience of being able to check on the availability of resources in the photo archives, library and museum on any topic. Staff answering research inquiries will be able to do so in an efficient and timely manner, saving valuable time for other duties.

This records conversion project would not be possible without the support of the Institute of Museum and Library Services, a federal agency that fosters innovation, leadership and a lifetime of learning. The project also supports the cataloging of new accessions in the photo archives, museum and library.

The records added to WorldCat® cover about 60% of CCHS's historical photograph collection of over 80,000 images. CCHS collects images of people, landscape and events in Chester County, Pennsylvania and vicinity from the 1840s through the present day.

Highlights of the collection include the 1848 daguerreotype portrait of Frederick Douglass who spoke at Horticultural Hall in the West Chester, PA, now CCHS' museum

STATE AND LOCAL NEWS FROM PAGE 9

building. Other items include a carte-de-visite photograph album of abolitionists active at the Longwood Progressive Friends Meeting, detective camera views of West Chester taken in 1888, Solgram color photographs made by W. C. South who patented the process in 1902, an album of Industrial League baseball photographs showing Negro League teams at play in 1920, and many other fascinating images.

The Chester County Historical Society welcomes research inquiries. The library and photograph collection are open to the public Tuesday, Thursday, Friday, Saturday 9:30–4:30 and Wednesdays 1–8 pm. Distance reference service is also available. The photographic reproduction service provides access to images for publication, study and commercial purposes. Contact: Pamela Powell, Photo Archivist for more information at (610) 692-4800 or ppowell@chestercohistorical.org.

Presbyterian Historical Society

The Presbyterian Historical Society in Philadelphia is pleased to report that installation of compact shelving in our 10,000 square foot underground storage area is complete. The \$900,000, multi-phase project started in August and finished with the return of 3200 boxes from offsite storage in early April. This project supplies a 48% increase (11,000 cubic feet) in storage space for archival material, enabling PHS to continue to serve as the national archives of the Presbyterian Church (U.S.A.) for years to come.

Gettysburg College

Special Collections, Gettysburg College has launched its most recent digital initiatives in CONTENTdm at http://www.gettysburg.edu/library/digital_collections/index.html. Individual flash pages for each collection will be mounted as soon as the College's web pages are revamped this fall.

Special Collections has been researching, cataloging and scanning objects from the Asian Art Collection for the past three years. They have uploaded about 750 images from a collection that consists of porcelains

and other ceramics; works in jade, ivory, wood, and metal; textiles; works on paper; and books. Since the art is accessed by several art, religion, and history classes each year, we hope to eliminate some of the physical stress to the collection.

They are three quarters of the way through our rare map collection, uploading 324 titles to date. The collection, a gift of John Henry Wilbrandt Stuckenberg (1835–1903) and Mary Gingrich Stuckenberg (1834–1934), consists of over 500 separate maps and atlases from the 16th through the 19th century. A few of the cartographers represented in the collection are: John Blaeu (1596–1673), Jan Jansoon (1596–1664), George Matthaus Seutter (1678–1757), and Matthew Albrecht Lotter (1741–1810). The maps are also heavily used in coursework so web access to the maps will decrease wear on the collection.

The other digital collections loaded at this time are the student newspaper, *Gettysburgian*, and a collection of Civil War political cartoons. They are starting a major College photograph initiative June 1st.

Thomas Jefferson University Archives & Special Collections

Thomas Jefferson University Archives & Special Collections has added two new e-books reproduced from their holdings to the Jefferson Digital Commons. In addition to a landmark medical text on the anatomy of the breast they now include two manuals for military surgery used during the American Civil War: <http://jdc.jefferson.edu/historical/>.

Governor Rendell Honors Civil Rights Champion C. DeLores Tucker

Governor Edward G. Rendell honored the late C. DeLores Tucker, former Pennsylvania secretary of the commonwealth, with a portrait unveiling and historical marker dedication at the Pennsylvania State Museum. Over 200 people attended the ceremony where Dr. Tucker's personal papers, videotapes, photographs and items of clothing were also donated to the State Archives and State Museum by her husband, William Tucker. An intern will be processing the collection over the summer.

Dr. Tucker was the first African-American woman in the United States to serve as a state Secretary of State (1971–1977), and the first woman to serve in that capacity in Pennsylvania. During her tenure, Dr. Tucker was instrumental in the institution of the first Commission on the Status of Women. Under her leadership as secretary, Pennsylvania was among the first states to ratify the Equal Rights Amendment. As chief of elections of Pennsylvania, she was a leader in instituting voter registration by mail and reducing the voting age from 21 to 18 years of age.

Delaware County Archives

Delaware County opened an archives reference room on May 23, 2006. For information regarding hours of operation and what records are available, please go to: <http://www.co.delaware.pa.us/depts/archives.html> or call archivist Bob Plowman at (610) 891-5620.

Library Company of Philadelphia

The Library Company of Philadelphia is pleased to announce the upcoming release of *Center City Philadelphia in the 19th Century*, written by the staff of the Print and Photograph Department. Issued as part of Arcadia Publishing's Images of America series, this 128 page soft-cover book highlighting rare photographic views of Center City Philadelphia from the rich collections of the Library Company will be available by Fall 2006.

Caucus Representative

Cindy Bendroth can be reached at (717) 787-8953 or cbendroth@state.pa.us

Virginia

Member News

Ervin L. Jordan Jr., professor, university records manager and research archivist at the University of Virginia, delivered a two-hour lecture, "Student Records and State Records Management" to the School

of Engineering and Applied Science on April 10, 2006.

Virginia State Historical Records Advisory Board

The twelve-member Virginia State Historical Records Advisory Board works with the NHPRC to preserve Virginia's irreplaceable documentary heritage. The board met Friday, June 2, at the Albert and Shirley Small Special Collections Library at the University of Virginia in Charlottesville.

After welcoming new board member Coy Barefoot, the board addressed the status of NHPRC funding. Members of the Virginia SHRAB have emailed the House Subcommittee on Transportation, Treasury, HUD, and Related Agencies with statements of support for the NHPRC and faxed letters to the Virginia members of the House and the Senate appropriations committees.

The President's fiscal year 2007 budget has allocated no funding for either grants or administrative costs for the staff to administer the NHPRC and its grants program. Board members urged that \$20 million be provided to NHPRC to fund national grants and to initiate the Partnership for the American Historical Record—a program of formula-based grants to states for re-grants and statewide services to support preservation and use of historical records.

The NHPRC grants program has been immensely beneficial to all Virginians, and its elimination would significantly harm the constituents of this state. To find out how you can help, go to <http://www.savearchives.org>.

In May, the board's coordinator, state archivist Conley Edwards, and deputy coordinator, Jennifer Davis McDaid, attended the Southeastern Archives Regional Conference in Atlanta,

Georgia, where McDaid participated in a session on the Basics of Archives training program.

Library of Virginia

Dr. Lonnie Bunch, former director of the Chicago Historical Society and the founding director of the new National Museum of African American History and Culture, presented a lecture at the Library of Virginia Tuesday, May 24th. In his talk, "On Building a national Museum: African American History and Culture at the Smithsonian Institution," Bunch shared his plans for the museum and challenges associated with building a national museum devoted to the documentation of African American life, history, art, and culture. The Virginia Museum of Fine Arts and the Friends of African and African American Art co-sponsored this event.

The NMAAHC was established in 2003, and is slated to open in 2013. Before accepting the directorship of the museum, Bunch was president of the Chicago Historical Society and has held teaching positions at American University and George Washington University (Washington, D.C.); University of Massachusetts; Dartmouth College (New Hampshire); and Packer Collegiate Institute (New York).

State records archivists in the Library of Virginia's Description Services Branch continue to process and catalog the records of the administration of Governor Mark R. Warner for public research use. Much of the collection remains closed for processing, however, the following records are available to researchers:

Secretary of Administration, 1997–2006 (bulk 2002–2006), 30 cubic feet (<http://ead.lib.virginia.edu/vivaead/published/lva/vivadoc.pl?file=vi00934.xml>); Office of Commonwealth Preparedness, 1999–2006 (bulk 2002–2005), 16.45

cubic feet (<http://ead.lib.virginia.edu/vivaead/published/lva/vivadoc.pl?file=vi00895.xml>); Office of the Special Advisor to the Governor for Workforce Development, 2003–2005, 5 cubic feet (<http://ead.lib.virginia.edu/vivaead/published/lva/vivadoc.pl?file=vi00933.xml>).

Arlington County Public Library

On April 20, 2006, the Virginia Room at the Arlington County Public Library, in collaboration with the Arlington Historical Society and H. B. Woodlawn School, held their latest reunion program, "Down and QWERTY: How the Typewriter Became an Integral Part of Lives in Arlington." Inspired by a 1910 portable typewriter, students from Arlington's H. B. Woodlawn School used Virginia Room materials to research the typewriter's history and its connection with Arlington's growth during World War II and women in the workplace. Using their research as a starting point, local residents were inspired to talk about living and working in Arlington during the mid-twentieth century. The Virginia Room hosts two reunion programs per year; this program and other reunions are taped and available for viewing in the Virginia Room, located at the Central library branch. The students also created an exhibit, which will be on display in the Virginia Room through June.

Caucus Representative

Derek Gray can be reached at (804) 692-3624 or dgray@lva.lib.va.us

West Virginia

Caucus Representative

Debra Basham can be reached at (304) 558-0230 ext. 702 Debra.Basham@wvculture.org

Fall 2006 MARAC Scholarships/Travel Award

September 10 Deadline for Applications

The Mid-Atlantic Regional Archives Conference (MARAC) is offering several funding opportunities associated with the Fall 2006 meeting in Morristown, New Jersey, October 26–28, 2006. Available are:

- The Marsha Trimble MARAC Meeting Scholarship, a \$400 scholarship to be applied toward conference registration, workshops, conference meals, lodgings, and/or travel expenses related to attendance at the meeting;
- Two scholarships covering registration fees for one full-day or up to two half-day MARAC workshops;
- Two awards up to \$250 to assist individuals with travel funding for the meeting.

QUALIFICATIONS:

For eligibility, you must currently:

1. Be employed in the MARAC region in an archival or archive related position OR
2. Be employed as a graduate student in a program that includes courses in archival administration.

TO APPLY:

Submit a current resume; a cover letter indicating whether you are applying for the meeting scholarship, workshop, or travel award and including a statement of the expected benefits of attendance; and a letter of reference from a person with knowledge of your work or educational program. For the travel award and meeting scholarship include an estimate of expenses.

All applications should be sent by email to MARAC Education Committee Chair Fernanda H.

Perrone at: hperrone@rci.rutgers.edu with a hard copy by US mail to:

Fernanda H. Perrone
Archivist and Head, Exhibitions Program
Special Collections and University Archives
Rutgers University Libraries
169 College Avenue
New Brunswick, NJ 08901-1163

DEADLINE:

The deadline for receipt of applications is September 10, 2006.

Elegant Solutions for Preservation

Call for a complete catalog

ARCHIVAL PRODUCTS
P.O. Box 1413 Des Moines, Iowa 50305-1413
800.526.5640 Fax 888.220.2397
custserv@archival.com www.archival.com

archival.com

Pamphlet Binders	Polypropylene Sheet & Photo Protectors	Adhesives
Music Binders	Conservation & Preservation Tapes	Bookkeeper
Archival Folders	Bound Four Flap Enclosures	Century Boxes
Manuscript Folders	Archival Binders	Record Album Enclosures
Hinge Board Covers	Archival Boards	Conservation Cloths
Academy Folders		
Newspaper/Map Folders		

C. Herbert Finch Award: Call for Submissions

The MARAC C. Herbert Finch Award is given annually for excellence in online publications including virtual exhibitions, web sites and web pages devoted to the promotion and use of archival materials created by an individual, individuals, or an institution in the states comprising MARAC.

The C. Herbert Finch Award was established to honor the memory of C. Herbert Finch, former Assistant Director of Cornell University Libraries, who died on April 27, 2005.

To be eligible for the award the online publication must have a stable URL and must have been published in the

calendar year 2005. Authors do not have to be MARAC members but the publications must be nominated by a MARAC member. A total of \$300 in awards will be given to the winners at the Fall MARAC Conference in Morristown, NJ. Submissions must be received by July 31, 2006.

Entries are judged on content, navigability, usability, functionality and site design.

Online finding aids are not considered for the Finch Award but rather should be submitted to the Finding aids Award Committee.

Please send URLs for each submission to:

Gabrielle V. Michalek
University Libraries
Carnegie Mellon University
4909 Frew Street
Pittsburgh, PA 15213
Gabrielle@cmu.edu
or send email to
gm11@andrew.cmu.edu

Business Meeting Minutes – Spring 2006

*April 22, 2006, Tremont Grand,
Baltimore, MD*

CALL TO ORDER

8:30 a.m.

APPROVAL OF THE FALL 2005 BUSINESS MEETING MINUTES

John LeGloahec moved that the minutes be approved. Motion carried.

CHAIR'S REPORT

Geof reported that MARAC is currently involved with the following advocacy issues:

NHPRC Funding, which is now at \$0 and the goal is to increase budget to \$20 million; Smithsonian and Showtime Deal, where we wish to see the contract, which is being kept secret, and we have serious reservations about the deal; Reclassification of Federal Records, which should be a rare and open process; Jack Anderson Papers, where we are on the family's side.

There are committee openings, especially in Development and Publications, and MARAC members are encouraged to volunteer.

New member orientations were changed, as of this meeting, to take place in the Caucus meetings.

VICE CHAIR'S REPORT (and Meetings Coordinating Committee – MCC)

Attendance at this conference is over 310.

Jennie Levine and Mary Mannix thanked the members of the Local Arrangements Committee for the Baltimore meeting. Thomas Hollowak and Michael McCormick thanked the members of the Program Committee for the Baltimore meeting.

Susan McElrath, MARAC Vice-Chair, reported on future meetings: Fall 2006, Morristown, NJ, October 26–28, \$149 per night at the Westin Governor Morris; Spring 2007, Scranton, PA, April 19–21, \$89 per night at the historic Radisson

Lackawanna Station, industrial history theme; Fall 2007; Williamsburg, VA, November 1–3, \$139/night at the Williamsburg Marriott; Spring 2008, Chautauqua Institution, NY, May 1–3, at the Athenaeum Hotel; Washington, DC, is being considered for Fall 2008.

TREASURER'S REPORT (and Finance Committee)

John LeGloahec, MARAC Treasurer, gave the Treasurer's report. He announced that the Fall 2005 meeting in Dover, DE, had made a lot of money for MARAC, approximately \$9,000. There were accountancy errors by the hotel. He thanked MARAC members for electing him to serve another term.

AWARDS ANNOUNCEMENTS/ PRESENTATIONS

Finding Aids Award

Christie Lutz, Chair of the Finding Aids Award Committee, made the announcements and presented the awards. She thanked both the winners and the submitters. The Fredric M. Miller Finding Aid Award was given to Susan Waide, The New York Public Library, Humanities and Social Sciences Library, Manuscripts and Archives Division, for the "United States Sanitary Commission Washington Hospital Directory Archives." 2nd Place went to Caris Brown, Kim Dixon, and Gregory Pike, History Associates, Inc., National Library of Medicine, History of Medicine Division, for the "Joshua Lederberg Papers." 3rd Place went to Renee M. Savits, The Library of Virginia, for the "Mutual Assurance Society of Virginia General Business Records."

Distinguished Service Award

Lisa Mangiafico, Chair of the Distinguished Service Award Committee, gave a brief overview of this re-instituted MARAC award, saying that Leonard Rapport was the first Distinguished Service Award recipient. She said the committee was now accepting nominations for next year. She thanked Metal-Edge for providing a \$250 cash award. She then announced the winner of this year's Distinguished Service Award: Lee

Stout. Lee thanked the Committee and spoke of his experience in a "great profession and a great organization."

Service Awards

Laura Drake Davis, Chair of the Outreach Committee, presented MARAC Service Awards to: Joanne Mattern, Chair of the Local Arrangements Committee for the Fall 2005 Meeting in Dover, DE; Scott DeHaven and Lisha Penn, Co-Chairs of the Program Committee for the Fall 2005 Meeting in Dover, DE.

Scholarships

Fernanda Perrone, Education Committee Chair, presented the awards. She thanked the applicants and the members of the Committee. The Leonard Rapport Scholarship to attend the Spring Modern Archives Institute was awarded to Elizabeth Higgins of Canisius College in Buffalo, New York. Laurel Macondray, student, University of Maryland, was awarded a workshop scholarship. Kevin Borneman, student, SUNY-Buffalo and Amanda Timolat, Hostos Community College, Bronx, New York, were granted travel awards. Jennifer Andreola of History Associates was awarded the Marsha Trimble Meeting Scholarship. Catherine Sorge of the National Museum of Health and Medicine, the alternate for the Marsha Trimble Scholarship, was awarded an additional workshop scholarship.

Nominations and Elections Committee Report

Nancy Melley, Chair of the Nominations & Elections Committee, thanked all the members who had agreed to run and her committee members. Rachel also thanked Lisa for hosting and coordinating the ballot counting. She announced the winning candidates: Treasurer: John LeGloahec; Secretary: Christina Hostetter; Nominations and Elections Committee: Kristine

SEE BUSINESS MEETING MINUTES ON PAGE 14

BUSINESS MEETING MINUTES FROM PAGE 13

Kaske-Martin (Chair), Jane Smith Stewart, and Geoffrey Williams; Arline Custer Memorial Award Committee: Laurie Rofini (Junior Co-Chair) and Charlotte Sturm; Distinguished Service Award Committee: Jennie Diaz Guilbaud and Margaret Jerrido; Delaware Representative: Randy Goss; D.C. Representative: Marisa Bourgoi; Maryland Representative: Nathaniel DeBruin; New Jersey Representative: Dan Linke; New York Representative: Raymond LaFever; Pennsylvania Representative: Cynthia Bendroth; Virginia Representative: Derek Gray; and West Virginia Representative: Debra A. Basham.

Geof recognized the outgoing Caucus Representatives.

OLD BUSINESS

None

NEW BUSINESS

John LeGloahec explained duckpin bowling, a Baltimore tradition that some MARAC members had participated in on Friday evening. He presented an autographed and dated duckpin bowling ball to the MARAC Archivist to add to the archives.

INVITATION TO MORRISTOWN FALL 2006 CONFERENCE

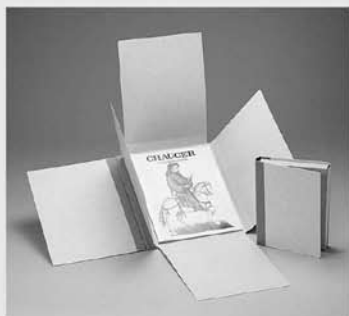
Bob Golon presented an invitation we could not refuse to come to Morristown, NJ, for the Fall 2006 meeting. The theme is "Exploring Our Cultural Heritage."

ANNOUNCEMENTS AND ADJOURNMENT

Ray LaFever moved that the meeting be adjourned. Motion carried and meeting adjourned at 9:27 a.m.

METAL EDGE, INC.

Archival Storage Materials



THE QUALITY SOURCE

metaledgeinc.com

1-800-862-2228

DACS:

A brief review of the use of DACS at the Princeton University Library

Late in the summer of 2004, the Department of Rare Books and Special Collections of the Princeton University Library formally began efforts to implement a program for encoding new findings aids using Encoded Archival Description (EAD). Coincidentally, a draft version of the new content standard for archival description, Describing Archives: A Content Standard (DACS) had been released a few months earlier. This article is a short and informal case study on the use of DACS with a focus on its relationship with EAD.

The Department of Rare Books and Special Collections includes the Seeley G. Mudd Manuscript Library, the Department's Manuscripts Division and Graphic Arts Division, as well as several other collections. Department holdings range widely in content and form, comprising University records, large political and organizational collections, literary manuscripts, collections of 18th and 19th century manuscripts documenting the history of the nation and of the state of New Jersey, and many more. Maintaining consistency in describing such a variety of material is not easy. Some standardization had emerged in the mid-1990s, in the form of "Five Part" finding aids, which included an Introduction with summary information, a Biographical/Institutional History note, Arrangement notes, Descriptions — including both collection-level scope and content notes and descriptions of individual series and sub series — and Folder or Box Lists.

As we readied ourselves to begin encoding finding aids in EAD and faced decisions about which EAD elements to include in our templates, we quickly realized that DACS would serve as an excellent guide. Rather than simply looking at our current finding aids and mapping them to EAD elements, we conducted an element-by-element review of DACS.

Many of the DACS elements, particularly the Identity elements and Content and Structure elements — including Reference Code (2.1), Title (2.3), Date (2.4), Extent (2.5), Administrative/Biographical History

(2.7), Scope and Content (3.1), and System of Arrangement (3.2) — were present in our current finding aids. As we reviewed DACS, however, we discovered that a number of changes would be necessary. For example, the use of abbreviations such as n.d. was common in our finding aids, and, while the creators of collections were mentioned in collection titles and histories and biographical notes, there was no single place in finding aids where authorized forms of the names of creators were listed. The Name and Location of Repository element (2.2) was also added to our template — this information was often included in HTML versions of finding aids through the use of server side includes, but did not exist in the word-processed or HTML finding aids themselves.

A number of other elements were added to our finding aids including:

- 4.1 Conditions Governing Access
- 4.2/ Physical and Technical
- 4.3 Access
- 4.5 Languages and Scripts of the Material
- 4.6 Finding Aids
- 5.1 Custodial History
- 5.3 Appraisal, Destruction, and Scheduling Information
- 5.4 Accruals
- 6. 1 Existence and Location of Copies
- 6.2 Existence and Location of Originals
- 6.3 Related Archival Materials
- 6.4 Publication Note
- 8 Description control elements

Some older finding aids had some of these elements, but, generally speaking, they had not been consistently applied across all collections. For example, in the past, access restrictions (DACS section 4.1) were noted if any existed, but it was not usually noted if a collection was open without restriction. All finding aids now include a statement indicating whether or not that collections are open for research.

One of the most significant changes to finding aids at Princeton was the inclusion of series and sub series descriptions within the contents list of the collections. Princeton finding aids now adhere to the fundamental DACS principle that "Information provided at each level of description must be appropriate to that level" (p. xv).

Our current finding aid templates list all of the DACS elements. Of course, not all elements are relevant to every collection and every finding aid. It is up to the individual archivist to determine which elements are irrelevant for the finding aid he/she is producing; if the archivist decides that the location or copies element is not applicable (as is often the case) he/she simply deletes it from our template. This approach has been successful so far. In fact, one of the strengths of DACS is its explicit statement of the requirements for both "minimum" and "optimum" descriptions of archival collections. This allowed us to distinguish between mandatory and optional elements, and also between "full" finding aids, which contained all of the elements for optimum multilevel description according to DACS, and what we had previously termed "preliminary inventories," which we now ensure contain all the elements required for minimum description according to DACS. We also were able to refer to specific DACS sections and page numbers in our EAD Best Practice guidelines.

Including all of the DACS elements made for quite a long list in our templates, both in the EAD XML files and in the HTML and PDF displays that users of the finding aids would see. Instead of simply listing the DACS elements in our EAD template, we made use of EAD's <descgrp> tag to group like elements together. We used the titles of the various DACS sections as headings in the finding aids. The various groupings (<descgrp>s in EAD) were as follows:

DACS FROM PAGE 15

- <descgrp> 3 includes DACS elements 3.1 and 3.2, each displayed under their own headings ("Description" is the heading for element 3.1, Scope and Content, and "Arrangement" is the heading for element 3.2, System of Arrangement).
- <descgrp> 4 includes DACS elements 4.1 to 4.6 displayed under the heading "Access and Use."
- <descgrp> 5 includes DACS elements 5.1 to 5.4 displayed under the heading "Acquisition and Appraisal."
- <descgrp> 6 includes DACS elements 6.1 to 6.4 displayed under the heading "Related Materials."
- <descgrp> 7 includes DACS elements 7 and 8 displayed under the heading "Processing and Other Information."

Because elements 2.1 to 2.6, the "Identity" elements in DACS, are already included in EAD's high-level <did> element, we did not nest these elements within a <descgrp> 2. Element 2.7, Administrative/Biographical History, also displays under its own heading ("Biography" for individuals and "Administrative History" for corporate bodies) and is not nested with the other Identity elements.

As readers may notice from the list above, our ability to divide the DACS elements into distinct groups in EAD began to break down as we approached groups 7 and 8. Both of these sections contained elements that the EAD DTD requires to be placed elsewhere. (<descrules>, for example, is a Description Control element and would logically belong in a <descgrp> 8. <descrules>, however, may only occur within EAD's <profiledesc> element, and <profiledesc> may only occur within the <eadheader>.) We were able to develop a work-around for some of these issues through the use of XSL style sheets. Which allowed us to display some of the elements under the headings we chose, regardless of the EAD structure. Closer integration of the data structure standard (EAD) and the content standard (DACS) for archival description, however, should be explored in the future.

As of yet, DACS has not had a large impact on the production of MARC records at Princeton, as Princeton archivists have relied on APPM for cataloging, forming names, etc., for years. DACS has, however, sparked debate about the future of MARC at Princeton. DACS' examples in both EAD and MARC show explicitly that the same information is contained in two separate records. We have discussed and debated whether it is necessary to include this information in two places, particularly as the University Library has begun to implement a federated search product which allows users to search across multiple databases simultaneously. At this point we have decided that the University's OPAC (not to mention national and international databases) still serves as an important entry point to our collections and we are continuing with MARC

cataloging, following the model of APPM, with finding aids are completed before MARC records and the finding aids serving as the chief source of information for the cataloging. (DACS has also sparked debate over the role and content of archival authority records. That topic, however, is worthy of an article of its own.)

Overall, DACS served as an extremely helpful tool as we implemented EAD at Princeton. Reviewing DACS and making efforts to update descriptive practices to ensure that finding aids adhere to DACS is a useful process that would benefit most repositories.

Dan Santamaria

*Assistant University Archivist for
Technical Services
Seeley G. Mudd Manuscript Library
Princeton University*

Setting the Standard for Archival Storage Products Since 1945



CALL FOR OUR FREE CATALOG

Phone: 800/634-0491

Fax: 800/947-8814

E-mail: hollingercorp@erols.com
www.hollingercorp.com

THE HOLLINGER CORPORATION

Two Manufacturing and Shipping Locations

- Hollinger East: Fredericksburg, Virginia
- Hollinger West: Sparks, Nevada

WANTED: MARAC CONTENT WEB MASTER

MARAC is accepting applications for a Content Web Master. This is a two-year appointment.

The MARAC Content Web Master maintains and updates content on the MARAC Web site and is a member of the MARAC Web Committee, a sub-committee of the Outreach Committee. He or she performs their duties in accordance with the MARAC Web Content Guidelines and works closely with the Technical Web master to maintain the Web site. For the archival record, they capture a "snapshot" of the Web site to be deposited in the MARAC archives semi-annually. This job is what you make it! Suggestions for improving the Web site and its policies and procedures are welcome and always encouraged.

Requirements:

- One year's experience maintaining a Web site; submit a sample of work for review.
- Ability to work well with others and perform duties in a timely manner.
- Be competent in all aspects of the updating and maintenance of a website; the MARAC Content and Technical should be able to cover for each other.

To apply, obtain further information or to submit a sample for review, please contact:

Laura Drake Davis
Chair, MARAC Outreach Committee
The Library of Virginia
800 East Broad Street
Richmond, VA 23219
Email: ldrake@lva.lib.va.us
Phone: 804-692-3632

MARAC
 Mid-Atlantic Regional Archives Conference

ACCEPTING APPLICATIONS UNTIL AUGUST 15, 2006



Mid Atlantic Bookbindery
 1440 Hickory Hill Rd.
 Petersburg, VA 23803
 (800) 831-9400

StorPak - An Ideal Microenvironment

StorPak, a high-quality and economical enclosure, protects your materials from the effects of light, wear, impurities in the air, and variations in temperature and humidity. Each enclosure is made of acid-free/lignin-free e-flute corrugated board that is buffered with calcium carbonate. Board strength ratings exceed 200 lb. test.

StorPak enclosures are custom-produced to fit each individual piece securely and they are made from your measurements, not your materials. With our downloadable preparation system, electronic ordering is easy.



Digitization Services for Bound Materials



With the addition of our Kirtas APT Bookscan 1200 systems, we are pleased to offer digitization services for bound materials. Using sophisticated, patented technology, the Bookscan automatically turns a book's pages as it captures the images. The process is so gentle that even delicate books can be digitized with no damage. Reproduction printing and binding services are also available.

For more information about all of our services, visit us on the Web at www.icibinding.com

The Modern Archives Institute

One Archivist's Experience

As the newly hired archival program assistant in the collections department at the Chemical Heritage Foundation in Philadelphia, I quickly realized with growing anxiety that my assigned project, the building of a new archive based on the life and accomplishments of Gordon Moore, co-founder of Intel, required familiarity and hands-on knowledge about modern archival practices.

Since I recently obtained an MA in history and a certification in Museum Studies, I appreciated that my lack of sufficient archival experience and knowledge was not going to get me far in my new position. Knowing how important it was to have a firm grasp on archival practices before developing and acquiring a new archive collection, my supervisor suggested that the Modern Archives Institute (MAI) was the quickest and most informative crash-course on archiving.

In order to perform my job, which included the accessioning, processing, documenting, and storing of the Gordon Moore papers, I applied to and was accepted as a participant for MAI. I was also the lucky recipient of the Leonard Rapport Modern Archives Institute Scholarship. Upon my arrival at the National Archives Building I was a bundle of nervous energy. I scanned MAI's itinerary and the room, wondering which would be the most helpful session, who the presenters would be and how helpful would their information be to my particular project.

As the first day began and introductions were made, I was immediately put at ease. The people that surrounded me were all telling similar tales; they had no experience with archives either and were anxious to learn as much as possible. In the company of the archivist beginners, I quickly immersed myself into getting to know the institute members.

By listening to their problems and familiar tales of archival problems, along with the questions they asked the presenters, I learned that I was not the only one who was facing numerous archival problems. Some of the concerns that repeatedly came up were issues with storage space, how to appraise and accession the right papers and how to inform the public about your collection. I also recognized that the attendees of the Institute would be an excellent source of reference, both during and after the course. I found myself a group of people that I could complain to and fret with about any and all archival issues that I came across.

While I found the majority of the sessions applicable to my project, I thought the most useful one was the full day appraisal and acquisition presentation. The presenters, Richard Marcus and Arian Ravanbakhsh, employees of NARA, took the complicated process of acquiring and appraising a collection and broke it down into a simple and easily understandable way of how to obtain and evaluate records. This session helped me to understand how to discern between the papers of Gordon Moore that were important to preserving the history and memory of his accomplishments compared to papers that were obsolete or did not have the evidential, informational, or intrinsic value important to the collection or that were related to the Chemical Heritage Foundation's mission statement. Ravanbakhsh and Marcus's hand-on exercises added humor and classroom interaction to their presentation. Group activities, such as how to write a collecting policy and the appraising of the records of Wossamotta University, helped the instructors successfully educate the class on the appraisal and acquisition of manuscripts and archives.

While not necessarily applicable to my current project, Lee Ann Potter,

the Head of the Educational Branch at NARA, was the best presenter of the entire two-week session. While her session was held at 8:00 AM on a Monday, Potter quickly and enthusiastically engaged the entire room with her eagerness and passion for education through the use of primary sources. Most importantly, Potter persuaded the entire room of archivists to participate in the hands-on activities that she and her staff used for the grade-school groups that visit. Potter's lively and engaging session was inspirational and helped convince the room how important the educational component of a collection is to an archive.

The Modern Archives Institute is something I found extremely helpful and I would suggest the Institute's usefulness to other young professionals that are entering the archival field. The conference was detailed and densely informative while covering a lot of information that related directly to my project. By the second week, the curriculum began to cover material that I thought would not be applicable to my project, such as cartographic and architectural records, the legal framework of the archives, and how to write grants. However, while listening to the presenters of these sessions, I did see the intrinsic value in the information they provided and their potential usefulness that could relate to my career in the future.

Overall, the Modern Archives Institute was a wonderful experience that will assist me with my current archival project as well as with my future career in the archives field. It was an excellent encounter with an informative archival community and I was very grateful for the opportunity to be a part of it.

Sarah Selvaggio
Chemical Heritage Foundation

MARAC Fall Conference

Morristown, New Jersey—October 26–28, 2006

This year, the Mid-Atlantic Regional Archives Conference fall meeting will be held in historic Morristown, New Jersey, on October 26–28, 2006. Guests are invited to stay in the newly redesigned Westin Governor Morris Hotel. The three-day conference will offer workshops and seminars as well as tours showcasing some of Morristown's famous people, beautiful gardens, and historic sites.

Focusing on the theme, "Exploring Our Cultural Heritage," program sessions will include:

- photographs, film, and sound collections,
- exhibits and grants programs,
- processing and description,
- electronic records and online collections, and
- security, theft, and the physical environment.

The plenary session will feature Paul Israel, Director and General Editor of the Thomas A. Edison Papers. Dr. Israel will speak on Edison's role in the history of technology and the Edison Papers Project.

The luncheon speaker on Friday will be Jeffrey Eger, an award-winning writer, director, and producer of motion pictures. He is also a founding member of The Thomas Nast Society. Mr. Eger will speak about the power of political cartoons, including Thomas Nast's influence on the field.

Thomas Nast, who called Morristown home for thirty years, lived one block behind the Morristown and Morris Township Library, which is the site of the Friday night reception. The library is completing an \$8 million addition, which includes a new gallery, reading room, and archives for the North Jersey History Center. The History Center has one of the finest collections of published and original works by Thomas Nast. Select items from the Thomas Nast Collection will be on exhibit the night of the reception, and Jeffrey Eger will be on hand to tell us more about Nast's life and work.



THOMAS NAST IMAGE OF VICTORIAN SANTA. IMAGE COURTESY OF THE MORRISTOWN AND MORRIS TOWNSHIP LIBRARY.

No visit to Morristown, New Jersey, would be complete for any archivist, historian, or scholar of American History without tours of some of Morristown's most famous landmarks. Group tours will be available to the Frelinghuysen Arboretum, Craftsman Farm, Washington's Headquarters at the Ford Mansion, the Morris Museum, and the Museum of Early Trades and Crafts. Special tours will be offered to the following sites.

Craftsman Farms — Gustav Stickley designed and built Craftsman Farms as a model of the "Arts and Crafts"

style of home building and furnishing, and on this tour, you will be able to walk through Stickley's log house, fully restored to its original appearance. In addition to the log house, Craftsman Farms consists of 26 acres, and features numerous support buildings including craft workshops, stables, a dairy barn, chicken coop, other farm buildings, and three cottage dwellings.

Frelinghuysen Arboretum — The beautiful 127-acre Frelinghuysen Arboretum offers visitors a serene place to relax and take a leisurely stroll or to learn more about plants

well suited to the soils and climate of Morris County. Magnificent woodlands, meadows, gardens, and a distinctive collection of trees and shrubs surround the Colonial Revival mansion, once the summer home of George G. and Sara (Ballantine) Frelinghuysen. Placed on the National Register of Historic Places in 1977, the Frelinghuysen Arboretum is also the headquarters of the Morris County Parks Commission. In addition, the arboretum has a library devoted to broad horticultural themes including an extensive collection of historically significant volumes.

Morris Museum — The Morris Museum is located at “Twin Oaks,” the Gregorian-style mansion that was the former family estate of Peter H. B. Frelinghuysen. The museum’s exhibition collections include costumes and textiles, fine art, decorative art, dolls, toys, and one of the best geology and paleontology collections in New Jersey. For over 90 years, the Morris Museum has been

a vibrant educational resource dedicated to public service and offering a wide range of award-winning programs, exhibitions, and performances devoted to art, science, history, and theatre. The museum was recently awarded the impressive Murtoth D. Guinness Collection of 700 historic mechanical musical instruments and automata (mechanical figures). This extraordinary collection is one of the most significant of its kind in the world reflecting innovative technology, beautiful artisanship, and dynamic sound.

Museum of Early Trades and Crafts

— The Museum of Early Trades and Crafts is dedicated to preserving and promoting the history and tools of common working people and is located in the historic James Library building, a fine example of Richardsonian Romanesque Revival architecture. Permanent exhibitions focus on 19th century farming life and also showcase the tools used during the “typical” working lives of a distiller, shoemaker, cooper, and cabi-

netmaker. Finally, a special installation documents the history of blacksmithing. After the tour, you will be able to stroll around downtown Madison, where you can find both fine and casual dining, shopping, and an old-fashioned movie theater.

Washington’s Headquarters

— During two critical winters of the Revolutionary War, 1777 and 1779–80, the countryside in and around Morristown, New Jersey, sheltered the main encampments of the American Continental Army and served as the headquarters of General George Washington. General Washington twice chose Morristown due to its strategic location, including proximity to New York City, defensible terrain, important communication routes, access to critical resources, and a supportive community. The Ford Mansion, where Washington made his headquarters in 1779–1780, is an important feature and recalls civilian contributions to the winning of independence.



THE FORD MANSION— WASHINGTON’S HEADQUARTERS. PHOTO COURTESY OF THE MORRISTOWN AND MORRIS TOWNSHIP LIBRARY.



MARAC
8233 Old Courthouse Road
Suite 210
Vienna, Virginia 22182

TIME VALUE MAIL

NON-PROFIT ORG.
US POSTAGE
PAID
PERMIT #519
DULLES, VA

Ship To:

ISSN: 0738-9396

Editor

Katy Rawdon-Faucett

Associate Editor

Susan Hamson

Advertising Editor

Jason Stieber

"One Of Our Own" Columnist

Charles Greifenstein

Preservation News Editor

Evelyn Frangakis

State and Local News Editors

Randy Goss

Marisa Bourgoin

Nathaniel DeBruin

Daniel J. Linke

C. Raymond LaFever

Cindy Bendroth

Derek Gray

Debra Basham

Technical Leaflet Editor

Jane V. Charles

The Mid-Atlantic Archivist (MAA) is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes interested individuals who live and work in Delaware, the District of Columbia, New Jersey, New York, Maryland, Pennsylvania, Virginia, and West Virginia. MARAC seeks to promote the professional welfare of its members; to effect cooperation among individuals concerned with the documentation of the human experience; to enhance the exchange of information among colleagues working in the immediate regional area; to improve the professional competence of archivists, curators of textual, audio-visual and related special research collections, and records managers; and to encourage professional involvement of those actively engaged in the acquisition, preservation, bibliographic control and use of all types of historical research materials.

Individual annual membership dues are \$35. The dues year runs from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *MAA* at \$35 per year.

Membership applications should be addressed to: MARAC,
8233 Old Courthouse Road, Suite 200, Vienna VA 22182; (703) 556-4905;
fax: (703) 790-0845; catherine@lamoureux.us.

Material for publication should be sent to Katy Rawdon-Faucett, Archivist,
The Barnes Foundation, 300 North Latch's Lane, Merion PA 19066;
(610) 667-0290 x1048; fax: (610) 664-4026; krawdon@barnesfoundation.org.

Deadlines are February 15, May 15, August 15 and December 1.

Advertising rates and requirements may be obtained from Jason Stieber, Archivist,
National Museum of Women in the Arts, 1250 New York Avenue, NW,
Washington, DC 20005-3970; (202) 266-2807; JStieber@NMWA.org.